

CHECKLIST FOR RIGHT OF WAY PLANS

LCI, CMAQ, AND ENHANCEMENT PROJECTS

- A. Cover Sheet**
- B. Plan Sheets- General**
- C. Individual Property (Parcels)**

NOTE:

- 1. WHEN ENHANCEMENT AND LCI PROJECTS CONSIST OF DRIVEWAY EASEMENTS ONLY, OR IF MINIMAL EASEMENTS ARE BEING ACQUIRED (NO REQUIRED R/W), CONTACT YOUR PROJECT MANAGER FOR POSSIBLE WAIVER OF R/W PLANS. FOR WAIVER ON CMAQ PROJECTS, CONTACT YOUR DISTRICT LOCAL GOVERNMENT COORDINATOR. D.L.G.C. WILL CONTACT G.O. R/W PLAN REVIEW SECTION FOR APPROVAL OF WAIVER. IF SIGNIFICANT R/W IS BEING ACQUIRED ON CMAQ, LCI PROJECTS, PDP GUIDELINES ARE REQUIRED.**
- 2. PAPER COPIES WILL BE ACCEPTED ON THE FIRST SUBMISSION OF PLANS FOR REVIEW. ALL SUBSEQUENT SUBMISSIONS MUST BE MYLARS.**

Cover Sheet

1. Land Lot Numbers and Lines.
2. Land District Numbers and Lines
3. North Arrow.
4. Street Names – all existing locations including Mainline, State Route and U.S. Numbers.
5. Begin and End Right of Way Acquisition.
6. Completion date of plans.
7. Program Item Number.
8. Scale of the cover sheet.
9. Revision block. All revision dates must be included on number one (1) cover sheet; also include plan sheet no. revised
10. **Signature line for the State Right of Way Administrator (See Example A).**
11. **Conventional Signs Legend (See Example B).**
12. **Scale of text should be no smaller than 0.15 times the scale of the sheet this applies to plan sheets as well.**

Plan Sheet – General

1. Land Lot Numbers and Lines.
2. Land District Numbers and Lines
3. North Arrow.
4. Full Stations and offsets
5. Construction or Survey Centerline with Bearing.
6. Street Names – all existing locations including Mainline, State Route and U.S. Numbers.
7. Construction Limits. (Labeled or provide legend, include symbols for cut “C” or fill “F”).
8. Existing Right of Way.
9. Required Right of Way
10. Begin and End Right of Way Acquisition.
11. Sheets must have revision block.
12. The scale of the R/W plans should be shown on each plan sheet.
13. **Standard Right-of-Way Legend (See Example C).**
14. **Label Curves and provide curve data for each curve. This information needs to be provided on every sheet that the curve is shown**
















C. Individual Property (Parcels)

1. Full Station and Offsets at all points.
2. Area for required Right of Way. (Square feet and acres)
3. Remainder(s) on parcels with required R/W; total lot size on parcels with easements only.
4. Easement Labeled /hatch construction easements.
5. Easement should have full station and offsets on all points.
6. Easement Area in square feet for each type easement.
7. Parcel Number on all sheets applicable.
8. Property Owner’s name on all sheets applicable.

Example A:

APPROVED: _____
Howard P. Copeland, State Right Of Way Administrator Date

Example B:

CONVENTIONAL SIGNS		
STATE OR COUNTY LINE		
CITY LIMIT LINE		
LAND LOT LINE		
PROPERTY LINE		
SURVEY OR BASE LINE		
RIGHT OF WAY LINE {	EXISTING	
	REQUIRED	
	LIMIT OF ACCESS	
	R/W & LIMIT OF ACCESS ...	
	R/W MARKERS	
FENCE		
RAILROAD		
POWER LINE		
TELEPHONE LINE		
POWER POLES		
TELEPHONE OR TELEGRAPH POLES		

Example C:

PROPERTY AND EXISTING R/W LINE -----	BEGIN LIMIT OF ACCESS.....BLA
REQUIRED R/W LINE -----	END LIMIT OF ACCESS.....ELA
CONSTRUCTION LIMITS -----	LIMIT OF ACCESS -----
EASEMENT FOR CONSTR & MAINTENANCE OF SLOPES	REQ'D R/W & LIMIT OF ACCESS -----
EASEMENT FOR CONSTR OF SLOPES	
EASEMENT FOR CONSTR OF DRIVES	